

ASSISTANT DIRECTORS' MEETING

AGENDA

Director's Conference Room, First Floor  
Administration Building  
on Monday, 13 September 1954, at 1100

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|                              |                |
|------------------------------|----------------|
| Brief Report on Trip         | Mr. Dulles     |
| Security                     | General Cabell |
| Local Telephone Calls        | Colonel White  |
| "Fringe Employment Benefits" | Mr. Saunders   |
| Government Life Insurance    | Mr. Saunders   |

13 September 1954

## STAFF CONFERENCE

Minutes of Meeting Held in Director's  
 Conference Room, Administration Building  
 Monday, 13 September 1954, at 1100 Hours

Mr. Dulles Presiding

Gen. Charles P. Cabell, Deputy Director of Central Intelligence  
 Robert Amory, Jr., Deputy Director for Intelligence  
 Frank G. Wisner, Deputy Director for Plans  
 Col. Lawrence K. White, Deputy Director for Administration  
 Lyman B. Kirkpatrick, Inspector General  
 Richard Bissell, Special Asst. to the Director for Plans and Coordination  
 Harrison G. Reynolds, Assistant Director for Personnel  
 Matthew Baird, Director of Training

[redacted] for the Assistant Director for Communications  
 [redacted] Executive Assistant to the Director  
 [redacted] ssistant to the Director  
 [redacted], Assistant to the Director  
 [redacted] Assistant to the Director

Richard Helms, Chief of Operations, DD/P  
 John Warner, for the General Counsel  
 Sherman Kent, Assistant Director for National Estimates

Col. J. C. King, Chief, Western Hemisphere Division  
 [redacted] Assistant Deputy Director Administration

Walter Pforzheimer, Deputy General Counsel  
 John Richardson, Chief, Southeast Europe Division  
 Kermit Roosevelt, Assistant Deputy Director

Edward R. Saunders, Comptroller  
 [redacted], for Chief of Administrative Staff, DD/P  
 [redacted] the Asst. Dir. for Current Intelligence  
 [redacted] Chief, Foreign Intelligence Staff  
 Dr. John R. Tietjen, Chief, Medical Staff  
 James M. Andrews, Assistant Director for Collection and Dissemination  
 George Aurell, Chief, Far East Division

[redacted] for Chief, Planning and Program Coordination Staff  
 [redacted] Chief, Western Europe Division  
 [redacted], for the Chief, Eastern Europe Division  
 George Carey, Assistant Director for Operations

[redacted], Assistant Director for Scientific Intelligence  
 [redacted] Chief, Soviet Russia Division

Col. Sheffield Edwards, Director of Security

[redacted] Auditor in Chief

James A. Garrison, Chief, Logistics

[redacted], Chief, Technical Services Staff

[redacted] or the Acting Chief, Near East and Africa Division  
 Otto E. Guthe, Assistant Director for Research and Reports

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13 September 1954

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1. Report on Trip

Mr. Dulles said that on his recent trip to Europe he gained the general impression that more expansion may be needed in certain fields. He pointed out that Communist penetrations were becoming more successful, particularly in [redacted] 25X1

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[redacted]  
He noted the problem of education of dependents, and Mr. Reynolds added that some legislation may be required on this. Mr. Dulles said Career Service notices had not reached the field by the time of his visit.

2. Security

General Cabell reported on a recent serious breach of security, stating that, particularly at the level of those present, "we must live, talk, and breathe security." He charged each supervisor to conduct his own campaign of security. Mr. Dulles added that security is a life and death proposition for CIA, adding that cases of violations will be dealt with very vigorously.

3. Telephone Calls

Colonel White reported "dial 9" calls were showing a steady decrease, but asked for continued effort toward improvement.

4. Fringe Benefits

Mr. Saunders reported that the new "fringe benefit bill" recently passed, may double the Agency's overtime pay costs. He said these increased costs would have to be absorbed in the current budget. Mr. Amory pointed out that such absorption would be difficult in places like ONE, where "high level" employees must work unusual hours which cannot be forecast.

5. Government Insurance

Mr. Saunders reported that CIA's participation in the new Government Insurance Program would cost a sizeable amount [redacted] which must also be absorbed in the current budget. A need for a notice (which is being prepared) clearly explaining the two new insurance programs was expressed.

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